

	FINE FINISH PROFICIENCY TESTING PROVIDER (A Division of Fine Finish Organics Pvt. Ltd.)	Doc No. :FFFTP-QF-CAP-034-00
		Date of issue : 12-12-2014
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Confidentiality Agreement with participants

1. Parties

Participating Laboratory _____ wishes to participate in proficiency testing scheme organized by Fine Finish Proficiency Testing Provider, offers such tests on a commercial basis;

Now therefore, to be considered eligible to participate in proficiency tests organized by Fine Finish Proficiency Testing Provider, the Laboratory agrees to the following:

2. Confidentiality

2.1 Confidential Information

“Confidential Information” shall mean all information and data, which may be disclosed to the Laboratory or acquired by the Laboratory from Fine Finish Proficiency Testing Provider, its customers, suppliers, employees or agents with respect to the business and operations of Fine Finish Proficiency Testing Provider, its customers or suppliers in the course of participating in proficiency tests organized by Fine Finish Proficiency Testing Provider.

Confidential information may be disclosed to the Laboratory, for example, for the purpose of facilitating the logistics in proficiency testing or for the purpose of enabling the Laboratory to correct potential errors in reported results.

Examples of confidential information are:

- The identity of other laboratories participating in a given proficiency test.
- Reference values for proficiency tests that are currently underway.

2.2 Confidentiality Agreement

It is understood and agreed that Confidential Information is proprietary to Fine Finish Proficiency Testing Provider, its customers or suppliers, as applicable and that the misuse or disclosure of Confidential Information may be detrimental to Fine Finish Proficiency Testing Provider, its customers or suppliers. Accordingly, during the term of the Laboratory’s participation in proficiency tests organized by Fine Finish Proficiency Testing Provider, and at all times thereafter, the Laboratory shall:

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1. Not use Confidential Information for any purpose other than participation in proficiency tests organized by Fine Finish Proficiency Testing Provider.
2. Ensure that all of its employees, customers or suppliers, to whom Confidential Information is disclosed abide by this confidentiality agreement.

3. Anonymity

It is understood that the fact that the Laboratory participates in proficiency testing, as well as the Laboratory's performance in said proficiency testing is sensitive information. Fine Finish Proficiency Testing Provider is responsible for seeing that confidentiality is maintained by its employees, advisors, customers and suppliers concerning the identity of participating laboratories and their performance in proficiency tests.

Fine Finish Proficiency Testing Provider will:

- Release reports and other information that allow the identification of the Laboratory's proficiency test results to third parties only upon written request from the Laboratory.

Fine Finish Proficiency Testing Provider will not:

- Confirm or deny the fact that the Laboratory participates in proficiency testing to third parties unless directed in writing to do so by the Laboratory.

4. Sharing of Information with Accreditation Body

I hereby authorize Fine Finish Proficiency Testing Provider to disclose my proficiency testing results to my accreditation body. Yes No (initial the appropriate box)

My accreditation body is: _____



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5. Signatures

For the Participating Laboratory:

Signature : _____

Designation : _____

Date : _____

For Fine Finish Proficiency Testing Provider:

Signature : _____

PT-Coordinator : _____

Date : _____